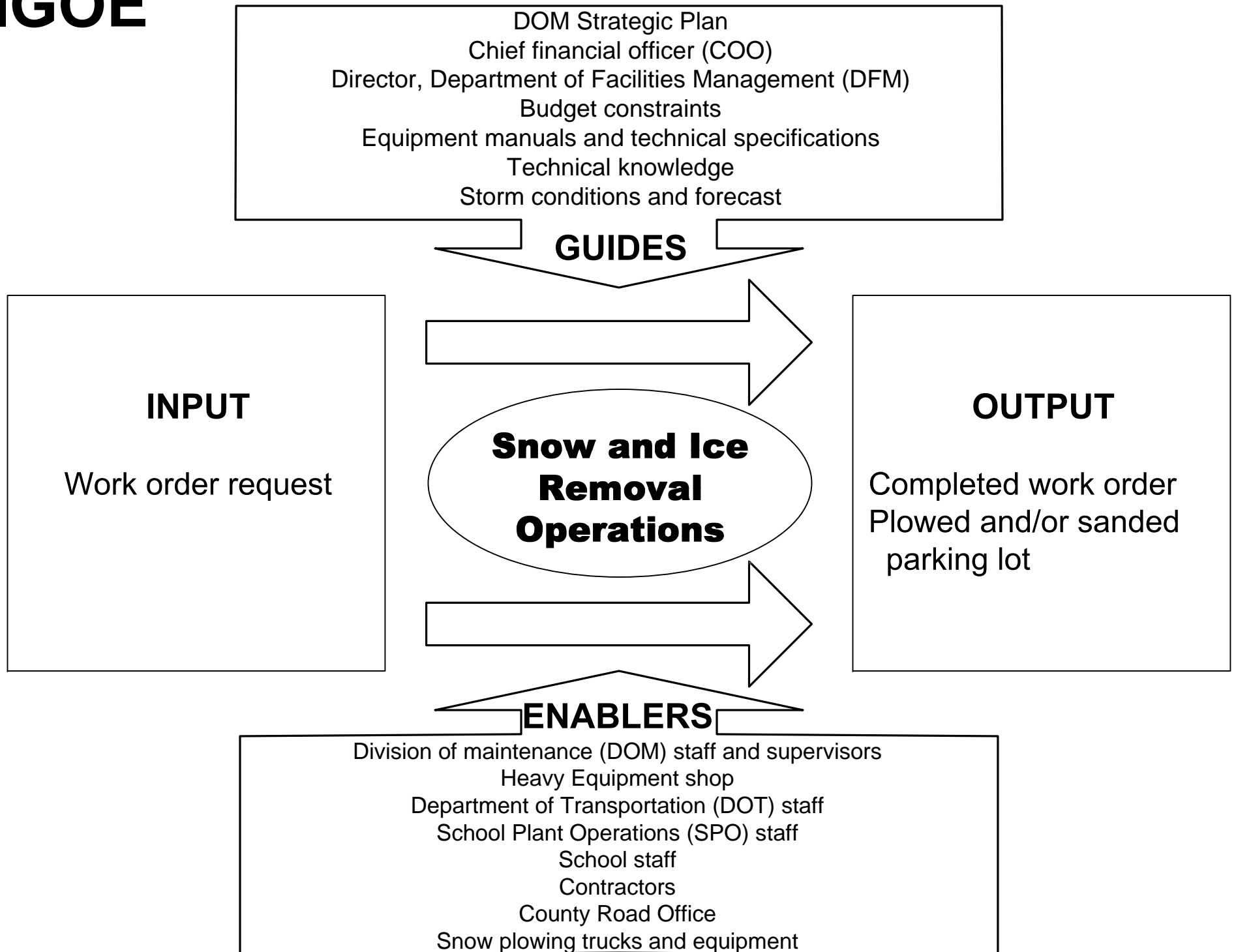


IGOE



Process for Snow and Ice Removal Operations

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PURPOSE:

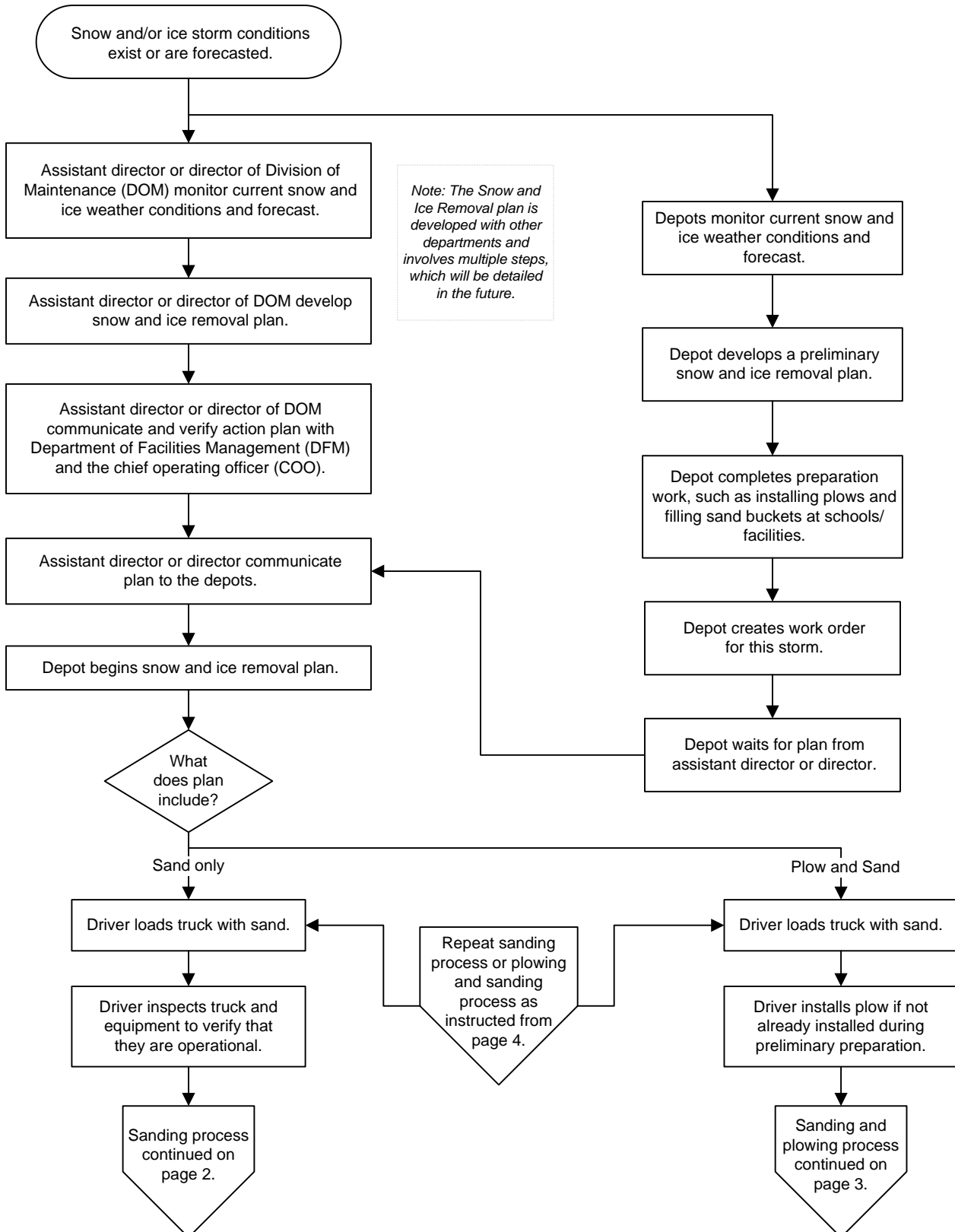
To describe how snow and ice removal operations are planned and carried out.

PROCESS SUMMARY:

- Snow and/or ice storm conditions exist or are forecasted.
- Assistant Director and Director of the Division of Maintenance (DOM) develop and verify an execution strategy with the Department of Facilities Management (DFM) and the Chief Operating Officer (COO). The finalized strategy is communicated to the depots.
- Prior to receiving notification of the finalized snow and ice removal strategy, the depots monitor the current conditions and forecast, develop preliminary plans, complete preparation work, and create a work order for the storm/weather conditions.
- Once the depot has the official removal strategy, the drivers load the trucks with sand accordingly and complete an inspection of the trucks and all equipment, as well as any final preparations. If required, the drivers complete any repairs and/or adjustments that they can make.
- If the truck and/or equipment is not operational, the depot issues a work order, sends the truck and/or equipment to heavy equipment shop (Lincoln Center) to complete repairs, and secures a temporary loaner if available.
- Drivers complete pre-assigned routes, plowing only or plowing and sanding as instructed.
- There are two typical route schedules. The normal route schedule is to clear all areas with priority on high schools, middle schools, elementary schools, and then other facilities. The day care center schedule is to clear driveways and small parking areas at day care facilities first and then the balance of the area and other facilities and schools. The actual route schedule is determined with each storm.
- If a driver completes the assigned route early, the driver may assist other drivers or depots as necessary.
- Once the storm is complete and all the routes are complete, the drivers may restock all the sand buckets at each school and facility, return any extra sand to the depot or county road office (if returnable), and clean and inspect the vehicle and equipment.
- Drivers may remove and store plows as needed.

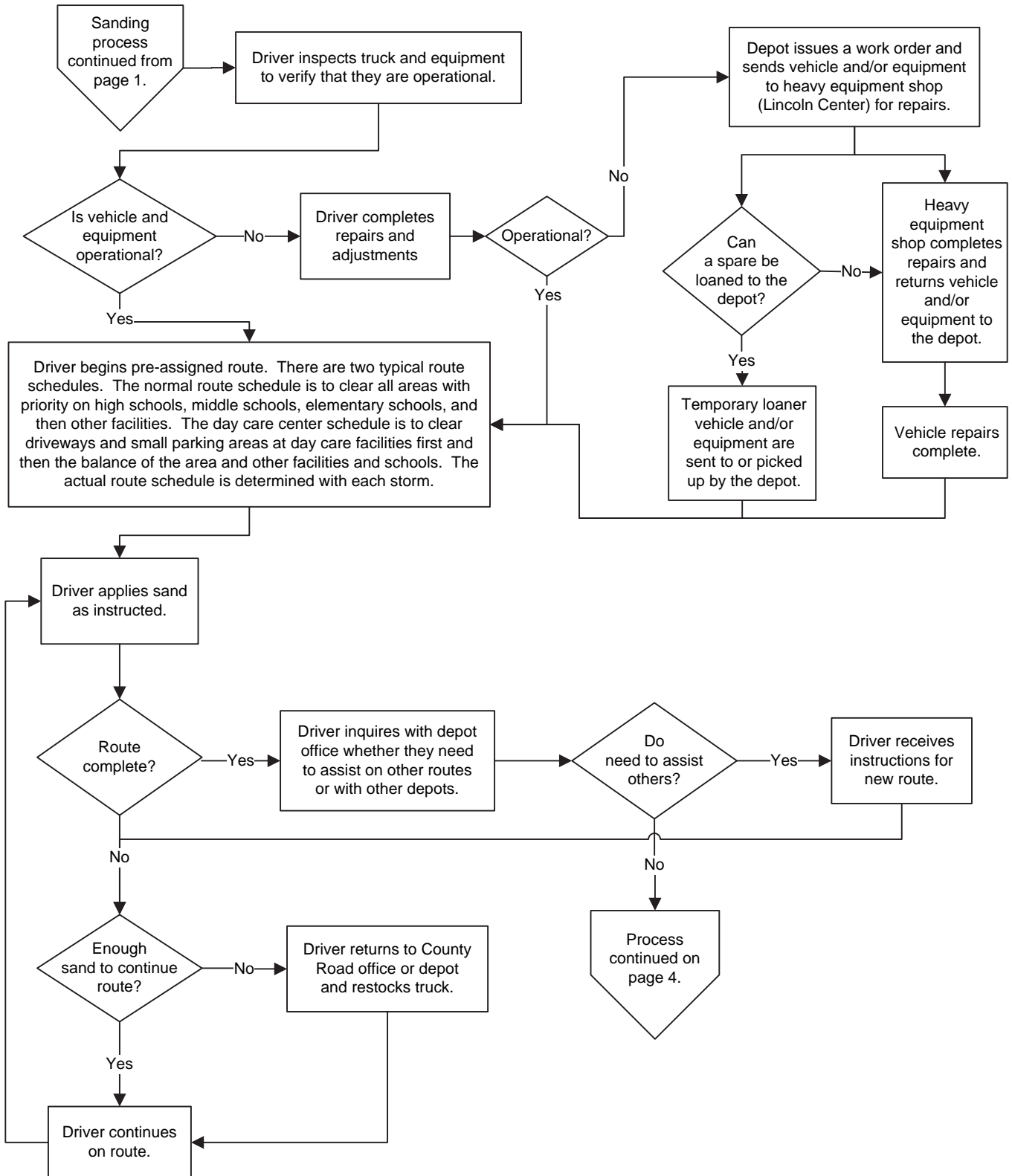
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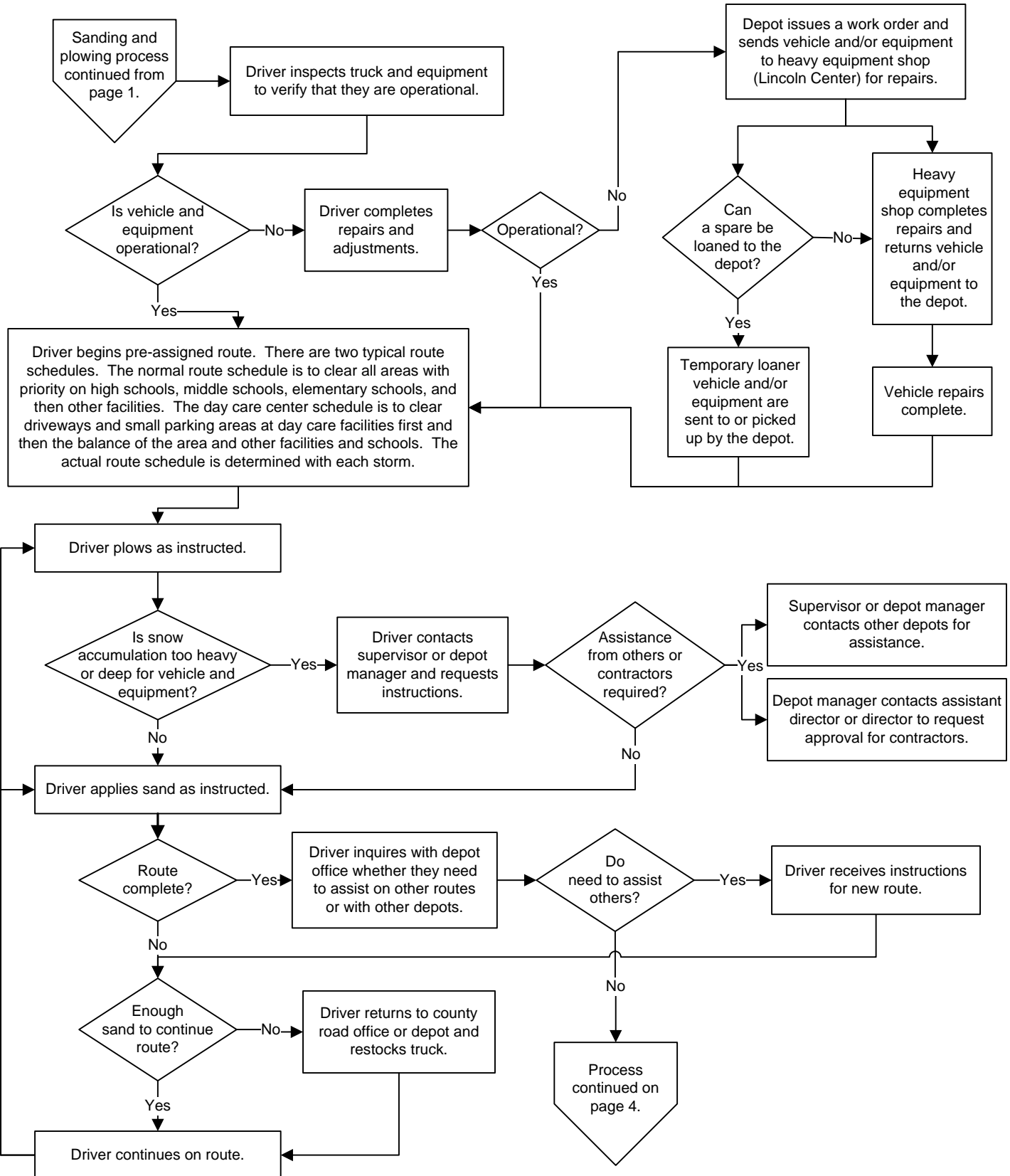
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